

## LANDFILL GATEHOUSE SUPERVISOR

### NATURE OF WORK

This is responsible supervisory, clerical and public contact work coordinating the activities of the landfill gatehouses.

Work involves responsibility for coordinating and supervising the operations of the landfill gatehouses, and for planning, scheduling and supervising the work of subordinate gatehouse employees. The employee exercises considerable independent judgment in the deposition of routine work and in handling complaints, giving information, and other public contact work. General supervision is received from an administrative superior with work being reviewed in the form of work methods, reports submitted and results achieved. Supervision is exercised over subordinate Gatehouse Attendants.

### EXAMPLES OF WORK PERFORMED

Coordinates and supervises the daily functions of the landfill gatehouses; makes recommendations regarding operating procedures, budget allocations and capital improvements.

Verifies payroll; reviews and approves gatehouse staff schedules and leave requests in order to maintain qualified staff to cover all shifts; interviews, hires and evaluates subordinates; participates in formation of policies and procedures regarding staff.

Oversees all daily cash register transactions; logs daily counts of loads and dollars received at the gatehouses; balances and counts money; prepares and delivers gatehouse deposits; oversees the maintenance of customer accounts; verifies background information on new account requests.

Monitors processing of requisitions and payment vouchers by staff to include reconciliation of statements from vendors.

Oversees entering of special waste data so that information is recorded in the data base correctly.

Determines and assesses load sizes and fees according to fee schedule; receives money in payment; issues receipts.

Informs operating staff of safe and permittable waste loads; identifies hazardous wastes; directs loads toward appropriate dumping area.

Distributes appropriate information regarding the operation of the landfills to the general public by way of telephone or printed material; explains landfill policies and procedures; answers complaints.

Assists in entry and retrieval of data in microcomputer or computer terminal; recommends programming and policy changes.

Performs all the duties required of subordinate Gatehouse Attendants.

Maintains contact with 911 dispatch, or other authorized emergency personnel, in case of fire or accident.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of standard computer keyboard configurations and ability to access, interpret and record information using a video display terminal and electronic keyboard.

Thorough knowledge of basic record keeping methods.

Thorough knowledge of methods used to handle, receipt, record and maintain records of money received and disbursed.

Considerable knowledge of the practices and methods used in the maintenance and operation of the landfill gatehouses.

Considerable knowledge of types of loads.

Ability to calculate weight of loads and assess fee according to fee schedule.

Ability to visually distinguish truck and load types for assessing proper fees.

Ability to properly identify hazardous waste and other non-permitted waste.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to plan, coordinate and supervise the work of subordinate employees.

Ability to plan, assign, organize and direct the operation of the gatehouses.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to handle complaints courteously and tactfully.

Ability to communicate effectively both orally and in writing.

Ability to access, interpret and record information through the use of a video display terminal and electronic keyboard.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by courses in bookkeeping and considerable experience in public related work, handling and accounting for large sums of money, and in the use of a video display terminal and electronic keyboard plus considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and considerable experience in public contact related work, handling and accounting for large sums of money, and in the use of a video display terminal and electronic keyboard plus experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties..

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

Class Code Change: 8/95

Revised: 8/98

PS5016